

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1017637
POSITION NO: 151264
CLASS CODE: 2017

Date Posted: 03/25/13
Closing Date: 04/05/13

POSITION TITLE: Senior Contract Analyst
DEPARTMENT NAME: Navajo Division of Transportation
DEPARTMENT NO: 101 WORKSITE LOCATION: Window Rock, Arizona
WORKS DAYS/HOURS: Monday-Friday POSITION TYPE: Permanent: ☒ GRADE: R65A
8:00 AM to 5:00 PM Temporary: ☐ SALARY: \$ 41,516.80 Per Annum
Part-Time: ☐ Duration: No. of Hrs/Wk: 40 \$ 19.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Monitors and evaluates contracts, grants, and subcontracts in accordance to the Navajo Nation Procurement process, guidelines, policies and methods. Ensures compliance with federal, state and tribal laws and regulations. Provides technical assistance to division, department, oversight committee, vendors and staff in areas of grant and contract administration, principles, procedures and practices. Ensure that prime and sub-contractors are in compliance with contract scope of work, comply with reporting systems, and that fiduciary propriety is maintained at all times. The majority of work will entail thorough knowledge of Federal Highway Admin, Bureau of Indian Affairs Roads and Roads Maintenance Programs, Federal Aviation Administration, and Navajo Nation Fuel Excise Tax Program. Audit technical reports, collects and analyze information, data, and records to ensure propriety. Prepare contracts, grants, and sub-contracts entered into by the department according to appropriate federal, state and tribal laws. Prepares and follows through with grants, contracts, MOU/MOAs, JPA requiring appropriate Navajo Nation oversight committee's approval.

Prepare budget, scope of work, and other required documentation. Maintain records management system that is efficient and effective in maintain grants, contracts, agreement, etc. Monitors all financial aspects of contracts/grants/etc. Attend meetings, present information in oral/written form before Navajo Nation Departments/Division, oversight committee, contractors, chapters, BIA roads, funding source personnel with New Mexico, Arizona, Utah, and counties. Prepares varieties of technical and administrative reports. Identifies, addresses and recommends resolutions of specific concerns relating to quality standards and obligated services. Prepares necessary documents for professional services agreements, memorandum coordinates resources within program and ensure funds are available for services are provided within the specific timeframe.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelors Degree in BusinessAdministration or closely related field. ***Preferred: Applicant with a minimum of (12) twelve college credit hours in accounting.***

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Experience:

three (3) years of experience in contract and/or grant administration or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of of Navajo Nation government processess and procedures. Skilled in effective oral and written communication, skilled public speaker. ***Preferred: Applicant with FMIS Certification.***

License/Certification Requirements:

Must possess a Valid State Driver's License and ability to obtain a NN Operator's Permit within 90 days of employment.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.
Revised: 1-15-99